Using Entire Output Management

This section explains the various ways you can access Entire Output Management and perform functions. It covers the following topics:

- Screens and Windows
- PF Keys
- Line Commands
- Direct Commands
- Help Facility

Screens and Windows

Screen and Window Types

Entire Output Management is built of several screen and window types, which are explained in this subsection:

- Menu screens
- Object Maintenance screens
- Object Definition screens and windows
- Management screens
- Help Facility
  - Help screens
  - Help windows
  - Selection windows

The Entire Output Management online interface provides you with several different methods for navigating within the system and performing functions. You can move from one menu screen to another by pressing PF keys or by issuing line commands or direct commands.
You are free to choose the method that is most suited to your level of expertise.

The Entire Output Management online interface takes advantage of Natural's powerful user-interactive windowing and Help.
Help is available at any point in the product. For an explanation of the help functions, see the end of this section.

Screen Layout

All screens are divided into the following areas:

- Screen header
- Work area
- Command area

```
1
2 Screen Header
3 XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
4
5
6
7
8
9
10
11
12
13                                    Work Area
14
15
16
17
18
19
20
21
22
23 Command Area
24
```

Example:

```
 14:02:39              **** ENTIRE OUTPUT MANAGEMENT ****          2002-10-14
 User ID BRY                    - Report Maintenance -

 Cmd Report                  Authoriz T Description
 ____ _____ _____ _ _____
   __ A1234                     ADMIN    M
   __ A12345                    ADMIN    M
   __ BRY-EMPL-STD1             ADMIN    M Employee List sorted by Departments
   __ CARSS1-FINA               ADMIN    C ( STD1 ) Standard Exit 1 example
   __ CARSS1-MARK               ADMIN    C ( STD1 ) Standard Exit 1 example
   __ CARSS1-MASK               ADMIN    C ( STD1 ) Standard Exit 1 example
   __ CARSS1-MGMT               ADMIN    C ( STD1 ) Standard Exit 1 example
   __ CATALL-ERROR-LIST         ADMIN    S Catall Error List
   __ CHECK_DEVELOPMENT         ADMIN    M Output of Check Routines for Developm
   __ DEPT-ADMA                 ADMIN    C ( UEXAOP ) Exit ADDFP/OPEN separate s
   __ DEPT-COMP                 ADMIN    C ( UEXAOP ) Exit ADDFP/OPEN separate s
   __ DEPT-FINA                 ADMIN    C ( UEXAOP ) Exit ADDFP/OPEN separate s
   __ DEPT-MARK                 ADMIN    C ( UEXAOP ) Exit ADDFP/OPEN separate s
   __ DEPT-MASK                 ADMIN    C ( UEXAOP ) Exit ADDFP/OPEN separate s
   __ DEPT-MGMT                 ADMIN    C ( UEXAOP ) Exit ADDFP/OPEN separate s
 More ...
  Command => _____
 Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
       Help  Add   Exit  Flip                -     +    Selct  <     >     Menu
```

Screen header

The screen header consists of the first two lines. It shows the product name and the current function, time, date and User ID.

```
 14:02:39              **** ENTIRE OUTPUT MANAGEMENT ****          2002-10-14
 User ID BRY                    - Report Maintenance -
```

Contents area

The contents area consists of the lines 3 to 20. This subsection, which is individual to each screen, contains a list of objects or pre-formatted input/output fields.

- **Selection criteria fields**

  These fields appear only on list screens above the first line of data.
  Enter search criteria for the records to be displayed on the screen.
  Use an asterisk * as a **wildcard** for entering selection criteria.

  If you enter selection criteria in more than one field, they are connected by logical AND.

```
 Cmd Report                   Authoriz T Description
 ___  UEX*_____ _____ M _____
  __  UEX-ADDFP-OPEN           ADMIN    M Exit ADDFP/OPEN separate sysout into
  __  UEX-CARS-STD1            ADMIN    M Standard Exit 1 example
  __  UEX-CREATE               ADMIN    M Exit CREATE report
  __  UEX-EMPL-STD1-ASA        ADMIN    M Standard Exit 1 Example
  __  UEX-EMPL-STD2-ASA        ADMIN    M Standard Exit 2 example
  __  UEX-EMPL-STD31ASA        ADMIN    M Standard Exit 3 example
  __  UEX-EMPL-STD32ASA        ADMIN    M Standard Exit 3 example
  __  UEX-EMPL-STD33ASA        ADMIN    M Standard exit 3 example
  __  UEX-INSL-ADDP            ADMIN    M Exit INSL/ADDP change first line of e
```

Command area

The command area consists of the last three lines:

- **Message line**

  The message line displays Entire Output Management system messages. There are several types of system messages:

  - Acknowledgements tell you when a function has been successfully or unsuccessfully performed.
  - Prompts tell you what to do next.
  - Error messages tell you if you have made a mistake.

- **Command line**

  Enter direct commands in the Command => line at the bottom of the screen just before the PF key lines.

```
 Command => _____
```

- **PF key lines**

  These last two lines contain PF-key assignments (PF1-PF12 or PF13-PF24) or the available line commands. Press PF4 (Flip) to display the other set of PF keys or the line commands available.

```
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Help  Add   Exit  Flip              -     +     Selct <     >     Menu
```

The following subsection describes in detail Entire Output Management screen types.

Menu Screen

On a menu screen, you select an item by entering its number in the direct command line and pressing Enter.

Main Menu:

```
  14:13:28               **** ENTIRE OUTPUT MANAGEMENT ****            2002-10-14
 User ID BRY                        - Main Menu -

  Maintenance Functions                      DC Solutions

    1 Reports                                20 ENTIRE Operations (V321)
    2 Bundles                                21 NATURAL ISPF (V245)
    3 Printers
    4 Distribution Lists

  Control Functions

    5 Active Reports
    6 Active Bundles
    7 Printout Queue
    8 System Administration
    9 Archive Administration

   10 Help

Please select option.
 Command => 1_____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Help        Exit  Flip
```

▶ **For example, to select Option 1 Reports from the Main Menu, above**

● Enter **1** in the command line and press Enter.

   The Report Maintenance screen appears.

Object Maintenance Screen

An Object Maintenance screen displays a list of objects (Reports, Bundles, Printers, etc.).

For example, if you select Option **1** from the Main Menu, above, the Report Maintenance screen appears:

Report Maintenance Screen

```
  14:15:12              **** ENTIRE OUTPUT MANAGEMENT ****           2002-10-14
 User ID BRY                   - Report Maintenance -

 Cmd Report                   Authoriz T Description
 ___ _____ _____ _ _____
  __ A1234                     ADMIN    M
  __ A12345                    ADMIN    M
  __ BRY-EMPL-STD1             ADMIN    M Employee List sorted by Departments
  __ CARSS1-FINA               ADMIN    C ( STD1 ) Standard Exit 1 example
  __ CARSS1-MARK               ADMIN    C ( STD1 ) Standard Exit 1 example
  __ CARSS1-MASK               ADMIN    C ( STD1 ) Standard Exit 1 example
  __ CARSS1-MGMT               ADMIN    C ( STD1 ) Standard Exit 1 example
  __ CATALL-ERROR-LIST         ADMIN    S Catall Error List
  __ CHECK_DEVELOPMENT         ADMIN    M Output of Check Routines for Developm
  __ DEPT-ADMA                 ADMIN    C ( UEXAOP ) Exit ADDFP/OPEN separate s
  __ DEPT-COMP                 ADMIN    C ( UEXAOP ) Exit ADDFP/OPEN separate s
  __ DEPT-FINA                 ADMIN    C ( UEXAOP ) Exit ADDFP/OPEN separate s
  __ DEPT-MARK                 ADMIN    C ( UEXAOP ) Exit ADDFP/OPEN separate s
  __ DEPT-MASK                 ADMIN    C ( UEXAOP ) Exit ADDFP/OPEN separate s
  __ DEPT-MGMT                 ADMIN    C ( UEXAOP ) Exit ADDFP/OPEN separate s
 More ...
  Command => _____
 Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
       Help  Add   Exit  Flip              -     +    Selct  <     >    Menu
```

Using Line Commands on an Object Maintenance Screen

▶ **To select an object from an Object Maintenance screen**

- Enter a line command in the two-character command line preceding the object name and press Enter.

  However, you might not know what line commands are available for this screen. Before proceeding, you can use the Help facility to display them.

  For information on the use of line commands and Line Command Help windows, see the subsection Line Commands.

Object Definition Screen

An object definition screen allows you to define or modify parameters for the various objects.

- Enter MO (Modify) in the two-character command line preceding the Report UEX-DEFAULT on the Report Maintenance screen and press Enter.

  The Report Definition >General Attributes screen for that Report appears:

```
  14:16:33              **** ENTIRE OUTPUT MANAGEMENT ****            2002-10-14
 User ID BRY        - Report Definition>General Attributes -

 Report
    Name .............. UEX-DEFAULT_____
    Description ....... Report definition for undefined SYSOUT_____
    Type .............. D

 Keywords ............. _____ _____ _____

 Master Owner ........ FHI_____
 Store in NOM DB ...... N

 Archive directly ..... N
 Archive type ......... _
 Retention              Report     Archive    Revive
    Number ........... 1__        ____        ___
    Unit ............. A           _           _
    Calendar ......... _____               _____
    Action ........... P

 Command => _____
 Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
       Help  Add   Exit  Flip  Do    Undo  Ident Print Dist  Separ       Menu
```

You can enter data in the input fields provided.

Management Screen

Management screens allow you to monitor and control every phase of output processing.

▶ Example: to access the management screen for Active Bundles

- Enter **6** in the command line of the Main Menu and press Enter.

  Active Bundles screen

```
   14:17:32              **** ENTIRE OUTPUT MANAGEMENT ****            2002-10-14
   User ID BRY                    - Active Bundles -

     Cmd Bundle                    S Status     Reps Coord-ID
     ___ _____       _ _____   ____ _____
      __ UKSJUPCX                  C closed       24 UKSJU
      __ VKA                       C closed        1 VKA
      __ UKSJU-BUNDLE-LONG-NAME    O opened       95 UKSJU
      __ NEWBUN                    O opened      147 UKSJU
      __ STEVEBUN                  O opened       95 UKSJU
      __ UKSJU-BUNDLE-LONG-NAME    C closed       26 UKSJU
      __ BRY-TEST-01               C closed        1 BRY
      __ BRY-TEST-01               C closed        1 BRY
      __ SJU100                    O opened        1 UKSJU
      __ SJU101                    O opened        1 UKSJU
      __ SJU99                     O opened        1 UKSJU
      __ SJU98                     O opened        1 UKSJU
      __ SJU95                     O opened        1 UKSJU
      __ SJU96                     O opened        1 UKSJU
      __ SJU97                     O opened        1 UKSJU
   Top Of Data
    Command => _____
   Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
         Help        Exit  Flip   <     >     -     +     Mastr Rfrsh SwLay Menu
```

The Active Bundles screen shown above lists all Bundles processed by Entire Output Management and mailed to the current User ID.

PF Keys

PF keys are used to jump quickly to a specific point in the application.

- The same PF keys are used consistently all across the system.
- Not all PF keys are used on any one screen.
- Only the relevant PF keys are displayed at the bottom of the screen or window.
- The functions assigned to PF13 through PF24 are equivalent to the functions assigned to PF1 through PF12. Exception : PF9 / PF21 (see PF Key Assignments below).
- To display line commands or the functions assigned to PF1 - PF12 or PF13 - PF24, press PF4 (Flip) or enter the FLIP direct command and press Enter.
- PF4 (Flip) also displays all available line commands.

PF Key Assignments

The following PF keys appear on all screens:

PF Key	Function	Explanation
PF1	Help	Display screen-sensitive Help
PF3	Exit	Exit current screen and go to previous one
PF4	Flip	Flip between PF1 - PF12, line commands and PF13 - PF24.
PF12	Menu	Display Main Menu

The following PF keys appear on object maintenance screens:

PF Key	Function	Explanation
PF2	Add	Add an object
PF5	Do	Commit all modifications
PF6	Undo	Back out all modifications
PF9	Ext	Switch between long or short report/bundle names display.

The following PF keys appear on list screens:

PF Key	Function	Explanation
PF7	Up	Scroll one screen backward
PF8	Down	Scroll one screen forward
PF9	Ext	Switch between long or short report/bundle names display.
PF10	Left	Shift screen to the left
PF11	Right	Shift screen to the right

Note:
If a separate local function is assigned to the PF9 key, then the Ext function can only be invoked by using PF21.

Line Commands

Using Line Commands

Line commands are available whenever a list of objects is displayed on a screen. They are used to perform a predefined action on one object.

The available line commands appear in the Flip area at the bottom of the screen. If the PF keys are currently displayed there, press PF4 (Flip) to display the line commands.

▶ **To issue a line command for a specific object**

- Enter the appropriate line command in the two-character command line preceding the object name in the Cmd column and press Enter.

Helps and Selection Windows for Line Commands

▶ **To invoke active Help**

- Enter a question mark **?** in the two-character command line.

  A window appears that allows you to select a line command. This Help is also displayed if you enter an invalid line command.

  For more information on the Line Command Help window, see the subsection Help Window - Selection Window.

Entering More Than One Line Command

You can enter more than one line command on a screen. They are executed in the following order:

1. Local commands such as DELETE, COPY or PRINT;
2. External functions such as MODIFY, that involve additional screen processing.

- Once control has been passed to the external function, you can return to the list by just pressing PF3 (Exit).
- If you invoke a direct command in the external function, you do not return to the list.

Commonly Used Line Commands

There are eight commonly used line commands:

Command	Explanation
AU	Authorize user access to an object.
CO	Copy an object.
DE	Delete an object.
DI	Display an object.
LI	List Active Reports.
LO	Display Log Information for an object.
MO	Modify an object.
RN	Rename an object.

The following subsection explains how to use them.

For information on COPY, DELETE, DISPLAY, LIST and MODIFY as direct commands, see the subsections COPY Command, DELETE Command, DISPLAY Command, LIST Command, and MODIFY Command.

AU - Authorize User Access to an Object

This command enables you to grant authorization to other Users to display, modify and delete an object of which you are the **owner**.
For further information see the Section Authorizing User Access to Objects.

CO - Copy an Object

This command enables you to copy an object and its Authorization List of Users.

▶ **This example demonstrates copying the UEX-DEFAULT Report definition.**

- Enter CO in the two-character command line preceding UEX-DEFAULT and press Enter.

   The Copy Report Definition window opens:

```
  14:20:05              **** ENTIRE OUTPUT MANAGEMENT ****              2002-10-14
 User ID BRY                      - Report Maintenance -

 Cmd Report                    Authoriz T Description
 ___ _____  _____ _ _____
  __ STD22-VENT90              ADMIN    C ( STD2 ) Standard Exit 2 example
  __ STD22-VENT94              ADMIN    C ( STD2 ) Standard Exit 2 example
  __ STD22-VENT96              ADMIN    C ( STD2 ) Standard Exit 2 example
  __ TLINES-COPY-NO            ADMIN    M Test Report, Don't Care (M)
  __ UEX-ADDFP-OPEN            ADMIN    M Exit ADDFP/OPEN separate sysout into
  __ UEX-CARS-STD1             ADMIN    M Standard Exit 1 example
  __ UEX-CREATE                ADMIN    M Exit CREATE report
  co UEX-DEFAULT               ADMIN    D Report definition for undefined SYSOU
  __ UEX-EMPL-STD1-ASA         ADMIN    M Standard Exit 1 Example
  __ UEX-EMPL-STD1-MCC         ADMIN    S Standard Exit 1 Example
  __ UEX-EMPL-STD2-ASA         ADMIN    M Standard Exit 2 example
  __ UEX-EMPL-STD2-MCC         ADMIN    S Standard Exit 2 example
  __ UEX-EMPL-STD31ASA         ADMIN    M Standard Exit 3 example
  __ UEX-EMPL-STD31MCC         ADMIN    S Standard Exit 3 example
  __ UEX-EMPL-STD32ASA         ADMIN    M Standard Exit 3 example
 More ...
  Command => _____
 Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
       Help  Add   Exit  Flip              -     +    Selct  <     >    Menu
```

▶ **To copy the UEX-DEFAULT Report definition**

- Type the name of the target Report in the To Report field, enter **Y** or **N** to copy authorization and press Enter.

    A message confirms:

    ```
    Report copied successfully
    ```

- Press PF3 to return to the Report Maintenance screen.

DE - Delete an Object

This command enables you to delete an object.

▶ **This example demonstrates deleting the UEX-DEFAULT Report definition.**

- Enter DE in the two-character command line preceding UEX-DEFAULT and press Enter.

    If CONFIRM is set to OFF, the Report definition is deleted immediately.

    If CONFIRM is set to ON, a window opens which asks you to confirm deletion by typing the name of the Report again:

```
 14:24:38              **** ENTIRE OUTPUT MANAGEMENT ****          2002-10-14
 User ID BRY                   - Report Maintenance -

 Cmd Report                   Authoriz T Description
 ___ _____  _____ _ _____
  __ STD22-VENT90             ADMIN    C ( STD2 ) Standard Exit 2 example
  __ STD22-VENT94             ADMIN    C ( STD2 ) Standard Exit 2 example
  __ STD22-VENT96             ADMIN    C ( STD2 ) Standard Exit 2 example
  __ TLINES-COPY-NO           ADMIN    M Test Report, Don't Care (M)
  __ UEX-ADDFP-OPEN           ADMIN    M Exit ADDFP/OPEN separate sysout into
  _
  _+-------------------------------------------------------------------+
  d!   Please confirm the deletion of ... UEX-DEFAULT              !YSOU
  _!   by entering its name again ....... _____ !
  _!                                                               !
  _!   PF3 Exit                                                    !
  _!                                                               !
  _+-------------------------------------------------------------------+
  __ UEX-EMPL-STD31MCC        ADMIN    S Standard Exit 3 example
  __ UEX-EMPL-STD32ASA        ADMIN    M Standard Exit 3 example
 More ...
  Command => _____
 Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Help  Add   Exit  Flip              -     +    Selct  <     >    Menu
```

- Type UEX-DEFAULT in the input field provided and press Enter.

  A message confirms:

```
Object deleted
```

DI - Display an Object Definition

This command enables you to display the parameters contained in an object definition.

- On an Object Maintenance screen, enter DI in the two-character command line preceding the name of the object to be displayed and press Enter.

  The Object Definition screen appears for the object you selected.

  In display mode, you can only view the object parameters.
  You cannot enter or modify data because all fields are protected.

- Press PF3 to return to the Object Maintenance screen.

LO - Display Log Information for an Object

This command enables you to display log information for an object.
This includes the date and time of the function performed on the object, the ID of the User who performed the function and a description of the function.

▶ **This example demonstrates displaying log information for the ADAREP-DB088 Report definition.**

- Enter LO in the two-character command line preceding ADAREP-DB088 on the Report Maintenance screen and press Enter.

The Log Display - Report screen appears for the ADAREP-DB088 Report:

```
  15:39:27              **** ENTIRE OUTPUT MANAGEMENT ****              2003-05-15
 User ID BRY                 - Log Display Report ADAREP-DB088 -

 Cmd Date       Time      Done By  Message
 ___ _____   _____  _____  _____
   __ 11/10/02 10:36:45 BRY      REPORT DEFINITION UPDATED__
   __
   __
   __
   __
   __
   __
   __
   __
   __
   __
   __
   __
   __
   __
   __
 All
  Command => _____
 Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
       Help        Exit  Flip              -     +            <     >     Menu
```

- You can scroll up and down with PF7 (-) and PF8 (+).
- You can shift the screen display to the left with PF10 (<) and to the right with PF11 (>).

▶ **For more information about a log entry**

- Enter IN in the two-character command line preceding the log entry and press Enter.
- Press PF3 to return to the previous screen.

MO - Modify an Object

This command enables you to modify object parameters.

▶ **This example demonstrates modifying the UEX-DEFAULT Report definition.**

- Enter MO in the two-character command line preceding UEX-DEFAULT on the Report Maintenance screen and press Enter.

  The Report Definition >General Attributes screen for UEX-DEFAULT appears:

```
  15:45:19              **** ENTIRE OUTPUT MANAGEMENT ****              2003-05-15
User ID BRY         - Report Definition>General Attributes -

Report
    Name .............. UEX-DEFAULT_____
    Description ....... Report definition for undefined SYSOUT_____
    Type .............. D

Keywords ............. _____  _____  _____

Master Owner ........ FHI_____
Store in NOM DB ...... N

Archive directly ..... N
Archive type ......... _
Retention              Report     Archive    Revive
    Number ........... 1__         _____       ___
    Unit ............. A            _           _
    Calendar ......... _____               _____
    Action ........... P

Command => _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Help  Add   Exit  Flip  Do    Undo  Ident Print Dist  Separ       Menu
```

- Simply place the cursor on the field to be modified and type in the new data.
  When you have finished modifying the Report definition, press Enter.

Modifications with COMMIT ON

If COMMIT is set to ON all modifications are automatically committed when you press Enter or PF5 (Do).

A message confirms that the Report definition has been successfully modified:

```
Record modified
```

> **Note:**
> With COMMIT ON, **modifications are committed** and **original data lost**:

- when you press Enter and then PF3 (Exit), or
- when you press PF5 (Do) and then PF3 (Exit)

  If COMMIT is set to OFF, when you have made modifications and press Enter or PF5 (Do), a message confirms that the modifications have been made:

```
Record modified
```

However, you have three alternatives:

- before leaving the record with PF3 (Exit), you can press PF6 (Undo) to cancel any updates made. This restores the previous contents to the modified or created record. A message confirms that the updates were not made:

```
All
modifications backed out
```

- before leaving the record with PF3 (Exit), you can press PF5 (Do) to commit your updates. A message confirms that the updates were made:

```
All modifications committed
```

- you can press PF3 (Exit). A window opens requesting you to explicitly confirm or undo the updates you have made:

```
  15:52:15                **** ENTIRE OUTPUT MANAGEMENT ****              2003-05-15
 User ID BRY        - Report Definition>General Attributes -

 Report
    Name .............. UEX-DEFAULT_____
    Description ....... Report definition for undefined SYSOUT_____
    Type .............. D

 Keywords ............. _____  _____  _____

 Master Owner ........ FHI_____
 Store in NOM DB ...... N

 Archive directly ..... N
 Archive type ......... _
 Retention                Report     Archive    Revive
    Number ............ 2__         ____       ___
    Unit .............. A           _          _
    Calendar .......... _____                _____
    Action ............ P
NOM0032 Re +----------------------------------------------------+
 Command = ! Enter Y to COMMIT N to BACKOUT modifications ==>  _   ! _____
Enter-PF1- +----------------------------------------------------+ 1--PF12---
      Help                                                        Menu
```

- Enter **Y** to commit your updates or **N** to undo them and press Enter.
  A message confirms your action.

RN - Rename an Object

This command enables you to change the name of an object.

▶ **This example demonstrates renaming the UEX-DEFAULT Report definition.**

- Enter RN in the two-character input field preceding UEX-DEFAULT and press Enter.

  The Rename Report window opens:

```
  15:57:50              **** ENTIRE OUTPUT MANAGEMENT ****           2003-05-15
 User ID BRY                   - Report Maintenance -

 Cmd Report                    Authoriz T Description
 ___  U*_____ _____ _ _____
  __  UEX-ADDFP-OPEN             ADMIN    M Exit ADDFP/OPEN separate sysout into
  __  UEX-CARS-STD1 +-----------------------------------------------------+
  __  UEX-CREATE    !                                                     !
  rn  UEX-DEFAULT   !                  - Rename Report -                  ! SYSOU
  __  UEX-EMPL-STD1 !                                                     !
  __  UEX-EMPL-STD1 !        Old name ...... UEX-DEFAULT                  !
  __  UEX-EMPL-STD2 !                                                     !
  __  UEX-EMPL-STD2 !        New name ...... _____   !
  __  UEX-EMPL-STD3 !                                                     !
  __  UEX-EMPL-STD3 !  PF3 Exit                                           !
  __  UEX-EMPL-STD3 !                                                     !
  __  UEX-EMPL-STD3 +-----------------------------------------------------+
  __  UEX-EMPL-STD33ASA         ADMIN    M Standard exit 3 example
  __  UEX-EMPL-STD33MCC         ADMIN    S Standard exit 3 example
  __  UEX-FORW-BACKW            ADMIN    S Exit FORW/BACKW/TOPP example
 Top Of Data
  Command => _____
 Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
       Help  Add   Exit  Flip              -     +    Selct  <     >    Menu
```

▶ **To rename the UEX-DEFAULT Report definition**

- Type the new name in the New name field and press Enter.

  The Report definition appears on the screen with its new name.

Direct Commands

Using Direct Commands

Direct commands access any screen in the system without passing the functional screen hierarchy.

Enter direct commands in the Command => line at the bottom of the screen just above the Flip area. Press Enter to invoke the command.

Syntax for Direct Commands

Direct commands have the following syntax:

```
command object-type [parameter-1] [parameter-2]
```

- A command may or may not have parameters.
- All parameters are positional, that means that they must be entered in a specific order.
- Optional parameters are noted as **[parameter]** in the Help.
- Mandatory parameters are noted as **parameter** in the Help.
- A command or object-type can be abbreviated to a unique abbreviation.
  For example:

```
LIST USERS
is equivalent to LI U
```

You will find a list of all direct commands available in Entire Output Management and their syntax in the subsection Direct Commands.

Help and Selection Windows for Direct Commands

For information on Helps and selection windows for direct commands, see the subsection Helps and Selection Windows for Direct Commands.

Commonly Used Direct Commands

The following subsection explains how to use six important direct commands:

- ADD
- COPY
- DELETE
- DISPLAY
- LIST
- MODIFY
- SET

For information on the CO, DE, DI and MO line commands, see the subsections CO - Copy an Object, DE - Delete an Object, DI - Display an Object Definition, and MO - Modify an Object.

ADD Command

The direct command ADD is used to add object definitions for various Entire Output Management object types.

Object definitions can be added for the following object types:

Object Type	Explanation
BUNDLES	Add Bundle definition
CALENDARS	Add Calendar
FOLDER	Add Folder definition
LISTS	Add Distribution List
PHYSICAL	Add Physical Printer definition
PRINTERS	Add Logical Printer definition
REPORTS	Add Report definition
USERS	Add User definition

and the following syntax should be used:

```
ADD [object-type]
```

For example, the command:

```
ADD REPORT
```

invokes the Report Definition screen for adding a new Report definition.

COPY Command

The direct command COPY is used to copy objects of various Entire Output Management object types.

Objects of the following object types can be copied:

Object Type	Explanation
BUNDLES	Copy Bundle definition
PHYSICAL	Copy Physical Printer definition
PRINTERS	Copy Logical Printer definition
REPORTS	Copy Report definition
SECURITY	Copy Natural Security User definition
USERS	Copy User definition

and the following syntax should be used:

```
COPY [object-type] [object-name]
```

For example, the command

```
COPY REPORT
ADAREP-DB088
```

copies the Report Definition for the Report ADAREP-DB088.

If you enter only the **object-type parameter**, you will be prompted for an object name. If the object does not exist, you will be presented with the relevant object maintenance list screen. You can then select the object to be copied.

DELETE Command

The direct command DELETE is used to delete objects of various Entire Output Management object types.

Objects of the following object types can be deleted:

Object Type	Explanation
BUNDLES	Delete Bundle definition
CALENDARS	Delete Calendar
LISTS	Delete Distribution List
PHYSICAL	Delete Physical Printer definition
PRINTERS	Delete Logical Printer definition
REPORTS	Delete Report definition
USERS	Delete User definition

and the following syntax should be used:

```
DELETE [object-type] [object-name]
```

For example, the command:

```
DELETE
REPORT ADAREP-DB09
```

deletes the Report Definition for the Report ADAREP-DB09.

If you enter only the **object-type parameter**, you will be prompted for an object name. If the object does not exist, you will be presented with the relevant object maintenance list screen. You can then select the object to be deleted.

DISPLAY Command

The direct command DISPLAY is used to display objects of various Entire Output Management object types.

Objects of the following object types can be displayed:

Object Type	Explanation
BUNDLES	Display Bundle definition
CALENDARS	Display Calendar
LISTS	Display Distribution List
PHYSICAL	Display Physical Printer definition
PRINTERS	Display Logical Printer definition
PROCESS	Display Report Processing parameters
PROFILE	Display User Profile
REPORTS	Display Report definition
USERS	Display User definition

and the following syntax should be used:

```
DISPLAY object-type [object-name]
```

For example, the command:

```
DISPLAY
REPORT ADAREP-DB09
```

invokes the Report Definition screen for the Report ADAREP-DB09.

If you try to display a non-existing object, or if you enter only the **object-type** parameter, the Object Maintenance screen displays the list of objects for the object type. You can then select the object to be displayed.

LIST Command

The direct command LIST is used to invoke the Object Maintenance screens for various Entire Output Management object types.

Objects of the following object types can be listed:

Object Type	Explanation
ABUNDLES	List Active Bundles
ARCHIVE	List Archive data sets
AREPORTS	List Active Reports
BUNDLES	List Bundle definitions
CALENDARS	List Calendars
LISTS	List Distribution Lists
PHYSICAL	List Physical Printer definitions
PRINTERS	List Logical Printer definitions
PRINTOUTS	List queued Printouts
REPORTS	List Report definitions
USERS	List User definitions

and the following syntax should be used:

```
LIST [object-type][object-name]
```

For example, the command:

```
LIST
REPORT ADA*
```

invokes the Report Maintenance screen which lists all Reports with names beginning with ADA.

MODIFY Command

The direct command MODIFY is used to modify objects of various Entire Output Management object types.

Objects of the following object types can be modified:

Object Type	Explanation
BUNDLES	Modify Bundle definition
CALENDARS	Modify Calendar
LISTS	Modify Distribution List
MONITOR	Modify Monitor definition
PHYSICAL	Modify Physical Printer definition
PRINTERS	Modify Logical Printer definition
PROCESS	Modify Report Processing parameters
PROFILE	Modify User Profile
REPORTS	Modify Report definition
USERS	Modify User definition

and the following syntax should be used:

```
MODIFY [object-type] [object-name]
```

For example, the command:

```
MODIFY
REPORT ADAREP-DB09
```

invokes the Report Definition screen for the Report ADAREP-DB09.

If you try to modify a non-existing object, or if you enter only the **object-type** parameter, the Object Maintenance screen displays the list of objects for the object type. You can then select the object to be modified.

SET Command

The direct command SET is used to set various Entire Output Management session parameters.

The following SET commands are available:

- SET COMMIT ON/OFF
- SET CONFIRM ON/OFF
- SET LANGUAGE 1
- SET LANGUAGE 2

SET COMMIT ON/OFF

- **SET COMMIT OFF**

  This is the default setting. When you have modified an object and exit without pressing PF5 (Do) to commit your changes, a window opens and you must enter **Y** or **N**.

  You can change COMMIT to ON with the direct command: SET COMMIT ON.

- **SET COMMIT ON**

  In this case, the window does not open and modifications are committed by simply pressing Enter or PF5 (Do).

  If you want the window to appear again, issue the direct command: SET COMMIT OFF.

  For more detailed information about COMMIT ON/OFF, see the subsection MO - Modify an Object.

SET CONFIRM ON/OFF

- **SET CONFIRM ON**

  This is the default setting. When you delete an object, a window opens, requesting you to confirm deletion by typing the object name again.

  You can change CONFIRM to OFF with the direct command SET CONFIRM OFF.

- **SET CONFIRM OFF**

  In this case, the object is deleted immediately and you are not asked to confirm.

  If you want the window requesting confirmation to appear again, issue the direct command SET CONFIRM ON.

For more information about CONFIRM ON/OFF, see the subsection DE - Delete an Object.

- **SET LANGUAGE 1**

  Set language for the user interface to English.

- **SET LANGUAGE 2**

  Set language for the user interface to German.

Help Facility

Getting Help in Entire Output Management

There are two types of Help in Entire Output Management:

▶ Help screens - screen-sensitive Help

- Press PF1 or enter HELP in the direct command line and press Enter.

  This displays a Help screen for the current menu, screen or window.

▶ Help windows - field-sensitive Help

- Enter a question mark **?** in any input field and press Enter.

  This opens a Help window or selection window for the input field.

The field-sensitive Help can take two forms:

- **Passive Help window**
  Explains the field and its relationship to other fields on the screen.
  This Help can also be followed by an active Help.
- **Active Help - Selection windows**
  This is usually a selection list, displaying a list of data items that you can select.
  When selected, a data item is automatically written to the field from which the Help was
  invoked.

Help Window - Selection Window

A selection window displays a list of data items.
You can enter one of these items in the input field by simply entering any character in the field preceding the data item and pressing Enter.

▶ Example: to display the Line Command Help window for the Report Maintenance screen above

- Enter a question mark **?** in a line command input field preceding any Report name and press Enter.

  The Line Command Help window opens:

```
+------------------------------------+ NAGEMENT ****                2003-05-15
!                                    ! nance -
!            Line Commands           !
!                                    ! scription
!  DE   Delete Report                ! _____
!  MO   Modify Report                ! it ADDFP/OPEN separate sysout into
!  DI   Display Report               ! andard Exit 1 example
!  CO   Copy Report                  ! it CREATE report
!  AU   Authorization definition     ! port definition for undefined SYSOU
!  LO   Display log information      ! andard Exit 1 Example
!  RN   Rename Report                ! andard Exit 1 Example
!  LI   List active Reports          ! andard Exit 2 example
!  LK   List active Reports by Keyword ! andard Exit 2 example
!                                    ! andard Exit 3 example
!                                    ! andard Exit 3 example
!                                    ! andard Exit 3 example
!                                    ! andard Exit 3 example
!        Select ==> __               ! andard exit 3 example
!                                    ! andard exit 3 example
+------------------------------------+ it FORW/BACKW/TOPP example
Top Of Data
 Command => _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
     Help  Add   Exit  Flip               -     +    Selct  <     >    Menu
```

▶ **You can then select a line command**

- By simply entering its two-character code in the window after the Select ==> prompt. Press Enter.

   The line command selected is written to the field from which the Help was invoked. For more information on line commands, see the subsection Using Line Commands.

   For example, if you enter MO in the example above, it is written to the two-character input field preceding ADABAS-DEFAULT and the command is executed.

Helps and Selection Windows for Direct Commands

- **Incorrect command:**

   When a **command** is **incorrect**, a window listing valid commands opens.
   The user can then select any command by marking it with any character and pressing Enter. To make no selection and return to the screen from which the direct command was invoked, the user can press PF3 (Exit).

   If a non-unique abbreviation was used for a command, the window lists only those commands starting with the given abbreviation.

- **Incorrect object type:**

   When the specified **object type** is **incorrect**, a window opens which lists all object types valid for the specified command. The user can then select any object type by marking it with any character and pressing Enter. To make no selection and return to the screen from which the direct command was issued, the user can press PF3 (Exit).

   Some commands have a mandatory parameter: if this is not supplied with the command, a window opens in which the user can enter the parameter.

- **Incorrect parameter:**

If the **parameter** is **incorrect**, this is detected only after the command has been executed, so the appropriate list screen for the command is always displayed.

For example, if the following modify command was entered:

```
MODIFY
REPORT Fiction
```

and a Report with the name Fiction cannot be found, the Report Maintenance screen automatically appears.